



## Special Event Guidelines Permit Application

**E**vents or organized activities for 75 or more people that involve street closures or include event components requiring the coordination of a number of city departments or other agencies such as the use of alcohol, on-site cooking, food sales, or large-scale temporary structures typically are reviewed through the Citywide Special Event Permit Process. Examples include festivals, parades, runs/walks, farmer's markets and other planned group activities.

At the sole discretion of the City of San Diego, events proposed to take place on private property, park land or other city property or leaseholds that do not have a major impact on the surrounding community; or do not contain event components requiring inter-departmental or agency coordination; or are private functions; or are exempt from special event permit requirements through the San Diego Municipal Code, may receive a permit or approval from the department responsible for the management of the land, facility, or regulatory oversight in lieu of receiving approval through the Citywide Special Event Permit Process.

### Citywide Special Event Permit Application

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You can obtain a Citywide Special Event Permit Application from the City of San Diego's website at [www.sandiego.gov/specialevents](http://www.sandiego.gov/specialevents).

### Application Designed to Assist Event Organizers

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The Citywide Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.



## **Special Event Guidelines Permit Application**

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the San Diego Municipal Code, Citywide Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence. You and your representatives also agree to accept the venue in an as-is condition and inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

### **Application Submittal Deadline**

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The San Diego Municipal Code requires permit applications to be submitted no later than sixty (60) days prior to the actual date of your event and allows applications to be submitted as early as two years before the event date. At the sole discretion of the City of San Diego, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Office of Special Events. Information requested by a designated reviewing authority that clarifies information already provided in the permit application may be submitted directly to the requesting entity.



## **Special Event Guidelines Permit Application**

### **Application Must Be Complete**

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Under the provisions of the Special Events Ordinance, the City of San Diego is not required to act upon an incomplete permit application. This means that a permit application will not be approved or denied and you will not have administrative recourse rights to a denial hearing if you have not provided the required information. It is therefore important to provide all requested information and documentation in a timely and complete manner throughout the permit review process.

For an application to be considered complete, applicants must submit the following minimum information required in sections of the Citywide Special Event Permit Application in sufficient detail that the material can be understood and assessed:

- Host Organization Section (Complete)
- Event Summary Section (Complete)
- Event Infrastructure Section (All aspects that relate to the specific event)
- Operational Plan Section (All aspects that relate to the specific event)
- Site Plan/Route Map Section (Complete)
- Community Outreach Section (Complete)
- Insurance Section (Complete including all required certificates of insurance and endorsements)
- Signature Section (Complete)
- Any requested follow-up documentation relevant to the permit application processes and requirements set out in the Special Events Planning Guide and Citywide Special Event Permit Application. (Complete)



## Special Event Guidelines

### Permit Application

Applicants must also submit all permits required by other agencies with jurisdiction for any element of the event (e.g. Alcohol Beverage Control Permits, Health Permits, California Coast Guard, California Coastal Commission approval, etc.).

#### Application Fee

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The following fees have been approved by the San Diego City Council and apply to Special Event Permit Applications:

- \$150 for applications received sixty or more days prior to an event.
- \$10 per business day late fee in addition to the \$150 application fee for permit applications submitted less than sixty days prior to an event.
- Application and Late Fees are non-refundable.

You will be invoiced for your application fee once your special event permit application has begun the permit review process. Please do not submit payment with your permit application.

The special event permit application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved. Your willingness to pay a late fee does not guarantee that the City of San Diego will be able to process your permit application due to time or staffing constraints.

#### Other Costs and Fees

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In addition to the permit application fee, you may be assessed other city permit fees, department rates and fees, costs and fees associated with personnel or resources provided to



## **Special Event Guidelines Permit Application**

your event by a city department, program or division, as well as fines that may be assessed by the city for the cost to repair and/or restore any public property damaged by an event receiving benefits under the provisions of the Special Events Ordinance.

### **Citywide Special Event Permit Process**

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The Citywide Special Event Permit Process (Citywide Process) is managed by the Office of Special Events and supported by the Citywide Special Events Management Team (Citywide Team).

The team is comprised of representatives from city departments, divisions, and programs, along with other public agencies that may be affected by or have regulatory authority related to elements found in your event. The Citywide Process provides a coordinated approach to the planning, review, and on-site management of your event.

The permit process begins when you submit your permit application to the Office of Special Events. All attachments and supporting documentation should be submitted with the original application. Acceptance of your permit application or the initiation of the review process does not deem your permit application to be complete, nor should submission of a permit application be construed as final approval of your request.

Throughout the permit review process you may clarify your permit application by providing information or documents requested by a member of the Citywide Team. At the sole discretion of the City of San Diego, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Office of Special Events. Delays in providing additional required information may affect the ability to finish reviewing your permit



## **Special Event Guidelines Permit Application**

application in a timely manner or result in the determination that your permit application is incomplete and cannot be acted upon.

The City of San Diego will do its best to keep you apprised of any issues regarding your permit application throughout the review process. In most instances Citywide Special Event Permits are issued only a few days in advance of the event date due to the many changing components of an event.

### **Possessory Interest**

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In some cases, a Special Event Permit may result in a taxable possessory interest and subject you to the payment of property taxes. A possessory interest is the taxable value for the private use of public property. Contact the San Diego County Tax Assessor's Office for additional information.

### **Event Cancellation**

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If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Office of Special Events in writing no less than 48 hours in advance of the set-up time for your event. Should personnel or other resources be dispatched to support your proposed event or an event activity that has been cancelled, the Host Organization will be assessed the cost of the services provided.

### **Final Permit**

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## **Special Event Guidelines Permit Application**

The final permit issued by the City of San Diego is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as described in the Citywide Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The City of San Diego may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of the City of San Diego, or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, denial of future special event permit applications or the requirement of a cash deposit or surety bond.

### **Official Information**

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Your special event permit application, along with documents, plans and information you submit to support the application, will be used by the City of San Diego for official city purposes only. To that extent, the city seeks to maintain the confidentiality of the information submitted to encourage complete and proper disclosures so that fully informed decisions can be made by the city regarding the issuance of special event permits. Furthermore, the city seeks to protect legitimate interests in the privacy of applicants' business dealings and relationships as well as taking reasonable precautions to protect public safety at all times. Therefore, as a general matter, such information shall not be provided except as set forth in this section or as required by state or federal law.

The city recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of the event on the surrounding area. In this regard, the following information on your special event permit application and any attachments and supporting documents included thereto are subject to



## **Special Event Guidelines Permit Application**

public disclosure: Event Title; Event Summary; Name and Contact Information for the Host Organization and Designated Primary Contact; Website Address of the Host Organization; Dates and Times of the Event; Projected Attendance/Participants; Location of the Event; Participation/Attendance Fee(s); Additional Listed Public Contacts; Community Outreach Efforts; and Signature Page. In addition, the final permit issued by the city and any invoices for city services as well as other rates/fees charged by the City and documentation regarding payments made to the City in connection with a special event are subject to public disclosure.

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